

SECTION NINE: Criminal Records Check

At the applicant's expense, the results of a state and national fingerprint-based criminal history records check conducted by the federal bureau of investigation (FBI) or the Tennessee bureau of investigation (TBI), covering every officer of the applicant and every employee or agent of the applicant who is authorized to have access to the trust account required by § 47-18-5522.

Customers have two easy ways to register for fingerprint processing with MorphoTrust USA. Payment of \$39.15 may be paid by money order at time of printing, or online, or by phone with a credit card.

On-line Registration

Available 24 hours a day, 7 days a week.

1. Go to <https://tn.ibtfingerprint.com>
2. Enter the Service Code **28V1SK**
3. Choose to either Schedule a New Appointment or Register for Fingerprint Card Processing Service.
4. Follow the on-line directions.

Call Center Registration

Available Monday-Friday, 8am-430pm CST.

1. Call (855) 226-2937 and speak to a representative.
2. Be sure to have your Agency Information or ORI number handy when calling.
3. Representatives will collect required information and complete your registration.

List All Officers, Employees, or Agents that will be submitting criminal history record check because they have access to the trust account:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____